

CITY OF OVILLA

JOB TITLE:	Public Works Director
DEPARTMENT:	Public Works
GRADE:	10
SALARY RANGE:	\$59,000 - \$84,500
EFFECTIVE:	6 May 2019
FULL TIME:	Full Time (Exempt)

JOB SUMMARY:

To plan, direct, manage and oversee the activities and operations of the Public Works Department including street maintenance and parks, assist with floodplain administration and construction of new water and wastewater collection systems; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.
Exercises direct supervision over management, supervisory and technical employees.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Assume full management responsibility for all department services and activities including streets maintenance and parks, assist with floodplain administration and construction of new water and wastewater systems; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level employees, the Public Works department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Review project drawings; process and verify construction estimates for work done by contractors; coordinate engineering consultants and contractors working on city projects; review new subdivision plats for proper street locations and drainage.
7. Coordinate work with local utility companies; plan and direct city activities with state and county agencies; survey and layout construction projects.
8. Select, train, motivate and evaluate assigned personnel; provide or coordinate employee training; work with subordinate employees to correct deficiencies; implement discipline and termination procedures.
9. Develop, oversee and administrate the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

11. Represent the Public Works department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
12. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
3. Perform related duties and responsibilities as required.

REQUIRED KNOWLEDGE, EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Education: Equivalent to an Associate's degree from an accredited college or university with major course work in construction management, civil engineering or a related field.

Experience/Knowledge: Ten years of increasingly responsible public works experience including four years of management and administrative responsibility.

1. Operations, services and activities of a comprehensive public works program.
2. Principles and practices of general construction.
3. Principles and practices of program development and administration.
4. Methods and techniques of civil engineering.
5. Principles and practices of municipal budget preparation and administration.
6. Recent developments, current literature and sources of information related to public infrastructure construction.
7. Principles of supervision, training and performance evaluation.
8. Modern office procedures, methods and computer equipment.
9. Methods and techniques of report preparation.
10. Pertinent Federal, State and local laws, codes and regulations.

Licenses:

TCEQ Class "II" Collection license, TCEQ "C" water distribution license.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of subordinate employees.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate modern office equipment including computers and software applications.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS

Physical Conditions:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time*
- *preparing and presenting material in a formal setting*
- *operating assigned equipment including computer equipment.*

Environmental Conditions:

Office and field environments.